

**City of Alexandria, Virginia**  
**BUDGET AND FISCAL AFFAIRS ADVISORY COMMISSION**  
**Monthly Meeting**  
**Tuesday, November 19, 2019**  
**7 p.m.**  
**Alexandria City Hall**  
**Room #3008**  
**301 King Street**  
**Alexandria, VA 22314**

**Summary Minutes**

**Commission Members:**

Kathy Stenzel (Vice Chair), Nicholas Lee, Skip Maginniss, Kirk McPike, Greg Parks, Robert Rapanut, Deb Roepke

*Absent:* Jesse O'Connell (Chair), Janet Blair-Fleetwood (Secretary), Paul Igasaki, Ben Klein, Joe Valenti

*Vacant:* Representative for Alexandria Chamber of Commerce

**OMB Staff:**

Morgan Routt, Arthur Wicks

**Guests:**

Yutian Gu, Yue Zhon

**Agenda:**

1. **Call to Order: Vice-Chair Stenzel** called the meeting to order at 7:05 with a quorum present.
2. **Approval of the Minutes: Maginniss** moved to approve the minutes, **Parks** seconded the motion. The motion carried by unanimous voice vote.
3. **Council Retreat Follow-Up:** The committee discussed the November City Council Retreat and Council's discussion with BFAAC.
4. **BFAAC Work Plan Items: Stenzel** discussed two work plan items that the committee will work on next: a memo on the City's resiliency to a potential economic recession and a memo on how to broaden civic engagement in the budget process. This second will be the topic of Memo #8 (Implementation Status of the Recommendations of the Joint Task Force). **Maginniss** and **Rapanut** volunteered to begin developing the Resilience to economic recession memo. Committee members also noted that **Valenti** (not present at meeting) may be interested in working on this memo. **Stenzel, McPike,** and **Lee** volunteered to lead the development of the Civic Engagement memo.
5. **Parent Leader Training Institute of Alexandria (PLTI) Meeting Representation:** **Wicks** provided an update on an invitation the committee received to attend an information session the PLTI is holding on Sunday, December 8, 2019. During the

meeting, no committee members were available to commit to this date. **Stenzel** offered to send a follow-up email to the entire committee.

6. **Upcoming Meeting Dates Availability:** **Wicks** provided a list of the planned upcoming committee meetings, so that the committee could discuss their availability. The committee members present agreed that the December 17, 2019 and January 21, 2020 planned meeting dates are still feasible, but that the February 19, 2020 date should be revisited. The planned February meeting date currently falls on the same day that the City Manager proposes the FY 2021 Operating Budget and FY 2021 – FY 2030 Capital Improvement Program to City Council.
7. **New Business:** **Stenzel** provided the committee with an update on a discussion she recently had with staff from the Alexandria Economic Development Partnership. At this meeting, AEDP staff noted two items that the committee may want to include in future memos or work products: a review of the Business Professional & Occupational License (BPOL) in the City, and a review of tax depreciation of small tools and its impact on small business. The committee agreed that having a representative from AEDP attend a future meeting would be helpful in better understanding how BFAAC could assist in these areas. **Parks** announced his resignation from the committee.
8. **OMB Update:** **Routt** provided an update on the City's FY 2021 budget development process. **Routt** also updated the committee on City Council's recent adoption of updated Fund Balance policies, based upon BFAAC's recommendation. **Wicks** provided an update on the City's recent Bond Credit Rating trip.
9. **Adjournment:** **McPike** moved that the meeting be adjourned, **Roepke** seconded. The motion carried by unanimous voice vote. The meeting was adjourned at 8:16 p.m.
10. **Next Meeting:**
  - a. Regular Monthly Meeting, Tuesday, December 17, 2019.